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SPACE ALLOCATIONS AND FACILITIES BRANCH

Headquarters Section

Monthly Report for the Month of July 1963

1. Completed work:

a. DD/S-OS: Vehicular traffic control stop and go lights, etc., requested for the DCI garage entrance. Estimated cost, \$311. This work was completed 23 July.

b. DD/S-OP: Alterations 5 E Corridor. Work order submitted to GSA on 17 June for alterations for OP, fifth floor E corridor. Alterations completed 5 July.

c. DD/P-FE: Alterations 5 E Corridor. Work order for alterations 5 E corridor for FE Division submitted to PBS on 21 June. Partition alterations completed during week of 15 July.

d. DD/P-DODS: Alterations 5 E Corridor. Partition alterations for DODS, 5 E corridor completed week of 15 July.

2. The following job requests have been programmed, are in progress, and/or estimates are being obtained:

a. DD/S-LSD: Construction of enclosure for paint spray booth, GJ06. Construction proposals and drawings were completed by Staff Architects 20 March. This project is being held in abeyance pending completion of present reshuffling of OTR personnel.

b. DD/S-OP: Credit Union Alterations. Credit Union alterations room 1J33 commenced on 15 April and is still in progress. Only remaining alterations to be made is the installation of glass doors on the corridor. No tentative completion date available at this time.

c. DD/I-ORR: Installation of duct heaters 2F50, 3F50, 4F50. At the direction of RE&CD, this office has submitted a work order to PBS to provide and install duct heaters in the air supply ducts serving these rooms since no provision was made for heating these rooms in the original construction contract. The installation of these heaters with individual room thermostats should result in curbing cold complaints from these areas during winter months. This project is 60% complete. Tentative completion date 2 August.

d. DD/R-OSA: Room 6B14. Plans and specifications received from engineers and a work order submitted 21 June for the installation of a 20-ton air conditioner unit. Approximate cost, \$25,000. No commencement date available.

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e. DD/S-MedSt: Alterations 1D40 (B08). A work order submitted to GSA for work involved in construction of additional toilet facilities in room 1D40 (B08). This project 90% complete. Tentative completion date, 2 August.

f. DD/S-MedSt: Renovations (Painting and vinyl wall covering). A work order submitted to GSA for extensive painting and installation of vinyl wall covering throughout the Medical area on 28 May. This job is to be completed under GSA contract and plans and specifications are presently being drawn up by D & C, GSA. No commencement date on this project available.

g. DD/R: Alterations 2E13 and 2E19. Work order submitted to GSA on 21 June for alterations for the DD/R in rooms 2E13 and 2E19. Commencement of alterations being held in abeyance pending relocation of occupants of this area.

h. DD/I: Alterations 3 G Corridor. Work order submitted to GSA during week of 1 July. Commencement of alterations started 8 July. Tentative completion date not available.

i. DD/R: Secure area, 5F32 and 5F38. Estimate received from PBS for alterations involved in converting this area to a secure area. Awaiting estimate on Ultrasonic alarm installation from OS before submission to the DDS for final approval.

j. DD/I-ONE: Secure area, 7E62. Estimate received from PBS and Security for alterations and installation in room 7E62 for converting this area to a secure area. Approved by the DDS. Tentatively scheduled for work to commence on 29 July.

k. DD/I-ORR: Secure area, 4F50. Estimate received from PBS for alterations involved in converting this area to a secure area. Awaiting estimate for installation of alarm system from OS before forwarding to the DDS for final approval.

l. DD/S-LSD: Carpool Locator. Installation of carpool locator in the 1 J corridor adjacent to the Credit Union commenced 25 July. Tentative completion date 1 August.

m. DD/I: Alterations 4 G Corridor. Work order submitted to PBS for alterations in the 4 G corridor on 24 July. Work commenced in one area in 4 G corridor as directed by this office on 26 July.

n. DD/P-SR: 5 D Corridor. Requirements for alterations for SR Division in the 5 D corridor submitted to PBS on 29 July. Electrical requirements were commenced in this area on 26 July. Estimated completion date of 2 August.

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o. DD/R-RID: Alterations room GB34. Partition alterations and sound proofing requirements submitted to PBS on 17 July for flexowriter area. Work on this job started on 24 July. Anticipated completion date 31 July.

p. DD/I: Secure area 4GO4. Estimate received from PBS for secure area installation in room 4GO4. Awaiting OS estimate for Ultrasonic Alarm installation before forwarding to DDS for final approval.

3. Heating, Ventilating, and Air Conditioning Complaints: Verbal and written complaints averaged between 10 and 15 per day during this report period.

4. Electrical Work: The present back-log stands at 2149 hours. Scheduling is continuing on a two week basis with prime consideration given to Agency component moves within Headquarters.

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